

# Basic Workplace Competencies

## AREA 6: Managing Resources

In high-performance workplaces, all individuals must effectively manage a variety of resources: personal, financial, and environmental. Individuals' ability to maintain good health, contribute to a safe work environment, handle multiple tasks, and manage time not only enhances personal well-being, but fosters the success of the organization or business as well.

### Competency -

#### The student will be able to:

#### Key Indicators

##### **6.1 Apply self-management processes in the workplace**

- 6.1.1 Develop a system for organizing work using multi-tasking skills
- 6.1.2 Apply time-management skills
- 6.1.3 Apply anger-management skills
- 6.1.4 Apply stress-management skills
- 6.1.5 Arrange work environment based on the principles of ergonomics
- 6.1.6 Maintain a work area conducive to productivity (e.g., neat, orderly)
- 6.1.7 Manage resources to support achievement of goals

##### **6.2 Use reference materials to obtain information appropriate to a given problem, topic, or situation**

- 6.2.1 Obtain needed technological and informational reference materials
- 6.2.2 Collect information from selected references
- 6.2.3 Evaluate the validity and reliability of the information obtained
- 6.2.4 Organize information for use in problem solving, decision making, or communications
- 6.2.5 Apply information to workplace situations

##### **6.3 Maintain/promote wellness**

- 6.3.1 Recognize positive and negative influences on wellness (including social activities, sports, hobbies, environment, health, emotions, economics)
- 6.3.2 Participate in the arts disciplines and/or extracurricular activities (including dance, music, theater, visual arts, sports) that promote wellness and balance within an individual
- 6.3.3 Follow wellness principles that result in significant, measurable improvements in own overall health condition and the health condition of peer(s)
- 6.3.4 Monitor health and health parameters
- 6.3.5 Act on environmental issues that influence wellness

**The student will be able to:**

**Key Indicators**

**6.4  
Determine the impact of government services regulations and business/industry procedures on the performance of particular work functions**

- 6.4.1 Identify the purpose of government regulations and their impact on the management of resources
- 6.4.2 Differentiate among federal, state, and local regulations and local business and industry procedures
- 6.4.3 Identify the various agencies involved in government oversight
- 6.4.4 Identify which regulations or guidelines take priority in a given situation
- 6.4.5 Locate information about the required process(es) for implementing regulations
- 6.4.6 Comply with regulations in the handling of materials, services, resources, and/or work activities (including inspection or self-monitoring)

**6.5  
Implement safety procedures and programs**

- 6.5.1 Identify safety requirements
- 6.5.2 Demonstrate knowledge of safety rules and guidelines
- 6.5.3 Interpret safety signs and symbols.
- 6.5.4 Demonstrate desirable safety attitudes and habits
- 6.5.5 Use safety equipment in accordance with established procedures
- 6.5.6 Document results of safety procedures and programs

**6.6  
Support the provision of first aid in accordance with company policy and procedures**

- 6.6.1 Identify supplies and equipment needed in emergency situations
- 6.6.2 Locate supplies and equipment needed in emergency situations
- 6.6.3 Follow established procedures for the administration of first aid until official help arrives
- 6.6.4 Analyze the impact of stress throughout an emergency situation
- 6.6.5 Practice universal precautions during first aid procedures (including those related to blood-borne pathogens, confine spaces, emergency egress, fire safety, hearing conservation)

**6.7  
Manage work and family responsibilities for the well-being of self and others**

- 6.7.1 Explore the meaning of work and the meaning of family
- 6.7.2 Analyze how work life is affected by families and how families are affected by work life
- 6.7.3 Implement strategies for balancing work and family roles

**The student will be able to:**

**Key Indicators**

**6.8  
Determine resources  
needed to produce a  
given product or  
provide a given service**

- 6.8.1 Identify the different types of resources involved in the production of a product or provision of a service (e.g., financial, human, material, equipment)
- 6.8.2 Create a management plan for the allocation of financial resources to meet financial goals
- 6.8.3 Plan for the appropriate allocation and use of materials and equipment.
- 6.8.4 Plan for the allocation and use of human resources
- 6.8.5 Plan for the allocation and use of information and technology needed to make and support decisions.
- 6.8.6 Plan for the allocation and use of natural resources
- 6.8.7 Plan for the allocation and use of space so as to make the best use of facilities for goal achievement

**6.9  
Ensure the quality of  
products and services**

- 6.9.1 Identify the importance of individual and organizational productivity in the workplace and how it affects the profitability of the business
- 6.9.2 Determine the quality- and quantity-control standards and procedures required to produce a specific product or provide a specific service
- 6.9.3 Inspect the production of the product or provision of the service to assure quality levels
- 6.9.4 Monitor production of products and provision of services
- 6.9.5 Select equipment and raw materials that will support quality in the process of producing a product or providing a service
- 6.9.6 Interpret quantitative and qualitative records to identify problems and provide a basis for making decisions about the production of products and provision of services
- 6.9.7 Provide appropriate documentation regarding the quality of products and services
- 6.9.8 Identify corrective actions needed to improve the quality of products and services
- 6.9.9 Create new methods for improving the quality of products and services

**6.10  
Utilize an inventory  
control system to track  
supplies, materials, and  
equipment**

- 6.10.1 Determine the factors, including regulations, that influence the type of control system used
- 6.10.2 Develop an inventory system
- 6.10.3 Maintain the inventory system
- 6.10.4 Report the inventory results

**The student will be able to:**

**Key Indicators**

**6.11**

**Make informed financial decisions**

- 6.11.1 Identify the need for personal financial management records
- 6.11.2 Create a budget
- 6.11.3 Evaluate the effectiveness of the budget
- 6.11.4 Demonstrate knowledge of how credit affects personal/family finances
- 6.11.5 Identify the steps to follow to avoid credit problems
- 6.11.6 Make informed consumer choices in response to personal needs and wants
- 6.11.7 Identify the factors that influence consumer decisions (e.g., advertisements, peer groups, price, location)
- 6.11.8 Recognize the value of company benefits and the importance of retirement planning
- 6.11.9 Identify the costs and benefits for individuals of various types of taxation at the local, state, and federal levels